



# COUNTY OF MODOC

## Administrative Services

204 South Court St. Room 100  
ALTURAS, CALIFORNIA 96101  
530.233.7660  
cao@co.modoc.ca.us

**CHESTER ROBERTSON**  
COUNTY ADMINISTRATIVE OFFICER

**PAM RANDALL**  
HUMAN RESOURCE DIRECTOR  
RISK MANAGEMENT

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The County of Modoc Air Pollution Control District is looking for an **Air Pollution Specialist I/II** who will perform inspection and enforcement duties related to state air pollution, weights and measures, hazardous waste programs and to assist in implementing various departmental programs and activities.

Monthly Salary:      Air Pollution Specialist I: Range/Step A-J \$3,801 - \$5,896  
                                 Air Pollution Specialist II: Range/Step A-J \$3,995 - \$6,197

Deadline for Submission:      **April 12, 2024, at 5:00 pm**

To be considered for this career opportunity, please forward a letter of interest and your resume with five (5) work-related references (who will not be contacted until mutual interest is established) to:

### **Modoc County Office of Administration**

#### **Human Resources**

**204 South Court Street, Room 100**

**Alturas, CA 96101**

**[hr@co.modoc.ca.us](mailto:hr@co.modoc.ca.us)**

Following the first review date, application materials will be screened against the criteria in the following Job Classification and preliminary interviews will be scheduled with candidates having the most relevant qualifications. Preliminary reference checks will then be conducted and qualified candidates will be reported to the County Air Pollution Control District Officer. The County Air Pollution Control District Officer will determine which candidates to invite to participate in the formal interview process. Selection of the Air Pollution Specialist I/II will follow shortly thereafter.

**Modoc County is an Equal Opportunity Employer**

# County of Modoc



## Benefits

**Paydays:** Paydays are on the last working day of the Month. Should the payday fall on a holiday or weekend, then your payday will fall on the day prior.

**Vacation:** You will receive 10 days annually for the first three years, 15 days after 4 years, 20 days after 12 years, 25 days after 20 years, and 30 days after 26 years. On the day following the completion of the equivalent of ninety (90) days of continuous service, each employee shall be allowed (2-1/2) days credit for vacation with pay.

**Sick Leave:** You will receive 15 days annually. On the day following the completion of the equivalent of ninety (90) days of continuous service, each employee shall be allowed (3-3/4) days credit for sick with pay.

**Holidays:** All full-time employees shall be entitled to fourteen (14) scheduled days annually.

### **Floating**

**Holidays:** Each employee hired after January 1, 2014, shall be permitted to take one floating holiday plus two additional hours annually. Please refer to MOU Article 12.12(G).

**Retirement:** CalPERS retirement formula for PEPRAs members is 2%@62. If you are considered a "current" PERS member the formula is set at 2%@55.

**Health Ins:** Medical Insurance is through PACE (Anthem Blue Cross). You have the choice of PPO 250, PPO 750, EPO 30, or HDHP 3200. (employee pays a portion of the cost).

The County will give you a cash payment in place of Health Insurance of \$250.00 if you can provide proof of other insurance.

**Dental and Vision:** Beam Dental and Vision premiums are paid for by the County.

**Life Insurance:** Modoc County pays for your Humana life insurance coverage of \$25,000.



## CLASS SPECIFICATION

### Modoc County

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CLASS CODE:	4029-001
CLASS TITLE:	<b>Air Pollution Specialist I</b>
FLSA DESIGNATION:	Non-Exempt
RANGE/STEP A-J:	250 (Step-A: \$3,801 - Step-J: \$5,896)

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### **JOB SUMMARY:**

To perform inspection and enforcement duties related to state air pollution, weights and measures, and hazardous waste programs, including activities required under the Unified Hazardous Waste and Hazardous Materials Management Regulation Program; to assist in implementing various departmental programs and activities. Performs a variety of functions of operation and maintenance of air sampling devices, an inspection of facilities, control devices, mobile sources, vapor recovery systems agriculture burning and prescribed burns, issue permits for construction, and Title V facilities for the protection of public health, safety, and agriculture; enforces state and county laws and regulations in assigned areas of responsibility performs related work as assigned.

### **DISTINGUISHING CHARACTERISTICS:**

**Air Pollution Specialist I** is the entry-level class in the Air Pollution Specialist series. Initially, under close supervision, the incumbent provides para-professional support to the inspection and regulation functions of the Air Pollution Control District. As experience is gained the incumbent performs independent inspections and takes a proactive enforcement stance in assigned areas, which is required of Air Pollution Inspectors. The one level in this class has completed all requirements to become certified. This class is distinguished from the Air Pollution Specialist II by the performance of the more routine tasks and duties assigned to positions within the series.

**Air Pollution Specialist II** is the full journey-level class within the series. Incumbents are distinguished from the Air Pollution Specialist I by the performance of the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the Air Pollution Specialist I level, or when filled from the outside, require prior air pollution enforcement experience. All certification requirements for air pollution inspections have been obtained. The work requires a knowledge of a variety of laws and regulations and skill in performing inspections and experience in permit issuance.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties*

*and responsibilities. The position may not be required to perform all duties listed and may be required to perform additional, position-specific tasks.*

- Operates and maintains air sampling devices.
- Issue air pollution permits.
- Title V permits.
- Provides information and education to county residents regarding Air Pollution and Agriculture program regulations.
- Inspects sources of air pollution for compliance with applicable laws and regulations; assists in issuing permits and investigates complaints as required.
- Reviews prescribed burn plans.
- Provides public information regarding agriculture burning issues.
- Confers with and represents the county with representatives of various governmental agencies and the public; conducts public meetings as required.
- Works with county legal staff to enforce applicable laws, rules, and regulations; assists in preparing case information and testifies in court as necessary.
- Prepares a variety of written correspondence, reports, procedures, and other written materials; maintains accurate records and files.
- Enforces air pollution control standards of industrial and agricultural sources under state and federal laws and regulations.
- Assists in the coordination of the County agricultural burn program.
- Reviews and approves blueprints and plans of industrial and commercial construction regarding air pollution emission standards.
- Advises the public and private officials of air pollution regulations and enforcement procedures; reviews and responds to environmental impact reports regarding air pollution emission standards.
- Tests, samples, and weighs retail and wholesale packaged commodities for compliance with weights and measures regulations; maintains records of inspections and tests made.
- Climb ladders for inspection purposes.
- Inspects, tests, and seals commercial scales, weights, measures, and meters; maintains records of inspections and tests made.
- Performs assignments associated with the Unified Hazardous Waste and Hazardous Materials Management Regulatory Program.
- Inspects underground storage tanks for compliance with regulations; reviews and inspects underground storage tank precision testing.
- Takes soil samples from underground tank area; tests for contamination.
- Investigates complaints and issue citations; provide court testimony as necessary.
- May perform Geographic Information System (GIS) assignments.
- Grant administration and writing.
- Budgeting and fiscal oversight of grant programs.

- Performs all other duties as assigned.

**QUALIFICATIONS:**

*The requirements listed below are representative of the knowledge, skill, and ability required to satisfactorily perform the job's essential duties and responsibilities.*

**KNOWLEDGE, SKILLS, AND ABILITIES (KSA'S):**

**Knowledge of:**

**Air Pollution Specialist I:**

- Basic principles and practices of air pollution, weed control, and prescribed burn techniques.
- Use of tools and equipment related to the work.
- Computer programs, software, and hardware operation; spreadsheet and database preparation and use.
- Basic data sampling and statistical analysis techniques.
- Principles and procedures of record keeping and report preparation.
- Principles and practices of air pollution control and underground storage of hazardous materials.
- Types of weighing and measuring devices.
- Basic methods, equipment, chemicals, and techniques used in air pollution control and hazardous waste programs.
- Basic arithmetic, algebra and geometry, and statistical analysis.
- Basic e-mail and computer software programs such as Word and Excel.
- Basic remote technology such as Zoom and Microsoft Teams.
- Basic use of a smartphone and applications.
- Grant writing and administration.
- Budgeting and fiscal oversight of programs.

**Skill in:**

- Performing effective on-site inspections in assigned areas of responsibility.
- Utilize safe practices when using tools and equipment related to duties.
- Using tact, discretion, and prudence in dealing with those contacted in the course of the work.

**Ability to:**

- Learn and enforce air pollution and hazardous waste rules and regulations.
- Learn to operate a variety of weights and measurement devices safely and effectively in routine situations.
- Learn to operate computer software, hardware, and peripheral equipment.

- Learn to conduct necessary inspections and prepare complete and accurate technical reports.
- Understand and follow oral and written instructions.
- Establish and maintain cooperative working relationships with those contacted during the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Make required calculations accurately and quickly as required.
- Work independently with minimal supervision.
- Ability to use a smartphone.
- Ability to utilize phone and computer applications.
- Ability to use remote meeting technology.
- Ability to embrace new technology to make the workplace more efficient.

**Required to:**

- Support the vision and mission of the county and its elected and appointed officials.
- Provide courteous and timely customer service to the public as the ultimate employers.
- Provide courteous and timely customer service to other county departments and work cooperatively with other county employees.
- Adhere to the Modoc County Code of Safe Practices.

**PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform essential duties.*

Sit for extended periods; frequently stand and walk; ability to walk in uneven terrain and on slippery surfaces; normal manual dexterity and eye-hand coordination; ability to crawl through various areas requiring movement on hands and knees; ability to climb, stoop, crouch, and kneel; lift and move objects weighing up to 50 pounds; drive a county vehicle to visit worksites and attend meetings; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, fax, and smartphones.

**Working Conditions:**

Work with exposure to potentially hazardous materials.

Work outdoors in all weather conditions.

**EDUCATION, EXPERIENCE, AND TRAINING GUIDELINES:**

*Any combination equivalent to experience and training that would likely provide the required knowledge and abilities are qualifying. A typical way to obtain the knowledge and abilities would be:*

Associate degree from an accredited college and two years of experience in air pollution, agriculture, weights, and measure, or a similar setting that will provide the basic knowledge and skills outlined above. Possess a valid California Class C driver's license.

**Licensing and Certification:**

Possession of, or ability to obtain an appropriate, valid California driver's license.

Possess Fundamentals of Enforcement certification.

Possess Visual Emissions Evaluation certification.

Possession of a valid Visible Emissions Evaluator Certificate issued by the California Air Resources Board.

**This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.**

**All County of Modoc employees are designated Disaster Service Workers through State law (California Government Code §3100-3109). Employment with Modoc County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work-related training as assigned and to return to work as ordered in the event of an emergency.**

**FLSA Status is dependent upon meeting the qualifications for the exemption test. All of the following must be met for the status to be Exempt. Upon meeting the Exempt status, a certification form will need to be completed to accompany the Personnel Action Notification form (PAN) form.**

*The position was created and approved by the Board of Supervisors on June 28, 2022.  
Effective July 1, 2022*


*Range and step updated per approval of Memorandum of Understanding (MOU) and Salary Table on January 24, 2023  
Effective: February 1, 2023*

*Range and step updated per approval of side letter of agreement on March 14, 2023, to incorporate a 12% Cost of Living Adjustment (COLA)  
Effective: April 1, 2023*

**Final verified classification approved by:**

DocuSigned by:  
  
**Human Resources and Risk Manager Director**

**Approved as to form:**

DocuSigned by:  
  
County Counsel

**Received and filed by:**

DocuSigned by:  
  
Clerk of the Board





## CLASS SPECIFICATION

### Modoc County

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CLASS CODE:	4029-002
CLASS TITLE:	<b>Air Pollution Specialist II</b>
FLSA DESIGNATION:	Non-Exempt
RANGE/STEP A-J:	260 (Step-A: \$3,995 – Step-J: \$6,197)

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### **JOB SUMMARY:**

To perform inspection and enforcement duties related to state air pollution, weights and measures, and hazardous waste programs, including activities required under the Unified Hazardous Waste and Hazardous Materials Management Regulation Program; to assist in implementing various departmental programs and activities. Performs a variety of functions of operation and maintenance of air sampling devices, an inspection of facilities, control devices, mobile sources, vapor recovery systems agriculture burning and prescribed burns, issue permits for construction, and Title V facilities for the protection of public health, safety, and agriculture; enforces state and county laws and regulations in assigned areas of responsibility performs related work as assigned.

### **DISTINGUISHING CHARACTERISTICS:**

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- Inspects sources of air pollution for compliance with applicable laws and regulations; assists in issuing permits and investigates complaints as required.
- Reviews prescribed burn plans.
- Provides public information regarding agriculture burning issues.
- Confers with and represents the county with representatives of various governmental agencies and the public; conducts public meetings as required.
- Works with county legal staff to enforce applicable laws, rules, and regulations; assists in preparing case information and testifies in court as necessary.
- Prepares a variety of written correspondence, reports, procedures, and other written materials; maintains accurate records and files.
- Enforces air pollution control standards of industrial and agricultural sources per state and federal laws and regulations.
- Assists in the coordination of the County agricultural burn program.
- Reviews and approves blueprints and plans of industrial and commercial construction regarding air pollution emission standards.
- Advises the public and private officials of air pollution regulations and enforcement procedures; reviews and responds to environmental impact reports regarding air pollution emission standards.
- Tests, samples, and weighs retail and wholesale packaged commodities for compliance with weights and measures regulations; maintains records of inspections and tests made.
- Climb ladders for inspection purposes.
- Inspects, tests, and seals commercial scales, weights, measures, and meters; maintains records of inspections and tests made.
- Performs assignments associated with the Unified Hazardous Waste and Hazardous Materials Management Regulatory Program.
- Inspects underground storage tanks for compliance with regulations; reviews and inspects underground storage tank precision testing.
- Takes soil samples from underground tank area; tests for contamination.
- Investigates complaints and issue citations; provide court testimony as necessary.
- May perform Geographic Information System (GIS) assignments.
- Grant administration and writing.
- Budgeting and fiscal oversight of grant programs.
- Performs all other duties as assigned.

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- Basic arithmetic, algebra and geometry, and statistical analysis.
- Basic e-mail and computer software programs such as Word and Excel.
- Basic remote technology such as Zoom and Microsoft Teams.
- Basic use of a smartphone and applications.
- Grant writing and administration.
- Budgeting and fiscal oversight of programs.

**Skill in:**

- Performing effective on-site inspections in assigned areas of responsibility.
- Utilize safe practices when using tools and equipment related to duties.
- Using tact, discretion, and prudence in dealing with those contacted in the course of the work.

**Ability to:**

- Learn and enforce air pollution and hazardous waste rules and regulations.
- Learn to operate a variety of weights and measurement devices safely and effectively in routine situations.
- Learn to operate computer software, hardware, and peripheral equipment.

- Learn to conduct necessary inspections and prepare complete and accurate technical reports.
- Understand and follow oral and written instructions.
- Establish and maintain cooperative working relationships with those contacted during the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Make required calculations accurately and quickly as required.
- Work independently with minimal supervision.
- Ability to use a smartphone.
- Ability to utilize phone and computer applications.
- Ability to use remote meeting technology.
- Ability to embrace new technology to make the workplace more efficient.

**Air Pollution Specialist II (in addition to qualifications for Air Pollution Specialist I):**

- Methods and requirements of air pollution measurement and control.
- Current Federal, State, and Local laws and regulations of air pollution control districts.
- Elements of blueprint reading for compliance with underground tank and air pollution emission requirements.
- Advanced grant writing and administration.

**Skilled in:**

- Interpreting, applying, and explaining complex Federal, State, and Local laws related to the areas of responsibility.
- Preparing clear and concise reports, correspondence, and other written materials.
- Using initiative and independent judgment within general procedure guidelines.
- Techniques for representing the department and the county in meetings and negotiations with a wide variety of individuals and groups.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

**Ability to:**

- Provide technical supervision and training.
- Work independently with minimal supervision.

**Required to:**

- Support the vision and mission of the county and its elected and appointed officials.
- Provide courteous and timely customer service to the public as the ultimate employers.
- Provide courteous and timely customer service to other county departments and work cooperatively with other county employees.
- Adhere to the Modoc County Code of Safe Practices.

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**Working Conditions:**

Work with exposure to potentially hazardous materials.

Work outdoors in all weather conditions.

**EDUCATION, EXPERIENCE, AND TRAINING GUIDELINES:**

Any combination equivalent to experience and training that would likely provide the required knowledge and abilities are qualifying. A typical way to obtain the knowledge and abilities would be:

**Air Pollution Specialist I:**

Associate degree from an accredited college and two years of experience in air pollution, agriculture, weights, and measure, or a similar setting that will provide the basic knowledge and skills outlined above. Possess a valid California Class C driver's license.

**Air Pollution Specialist II – In addition to the above:**

Bachelor's degree from an accredited college and four years of experience in air pollution control inspection and weights and measures.

**Licensing and Certification:**

Possession of, or ability to obtain an appropriate, valid California driver's license.

Possess Fundamentals of Enforcement certification.

Possess Visual Emissions Evaluation certification.

Air Pollution Specialist II - Requires possession of, or ability to obtain an appropriate, valid California Weights and Measures certificate.

Possession of a valid Visible Emission Evaluator Certificate issued by the California Air Resources Board.

**This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.**

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*The position was created and approved by the Board of Supervisors on June 28, 2022.  
Effective July 1, 2022*


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Effective: February 1, 2023*

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